



THE SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

**CHARTER**

**NATIONAL TOXICOLOGY PROGRAM BOARD OF SCIENTIFIC COUNSELORS**

**AUTHORITY**

Authorized by 42 U.S.C. 217(a), section 222 of the Public Health Service Act (PHS), as amended. The National Toxicology Program Board of Scientific Counselors (Board) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

**OBJECTIVES AND SCOPE OF ACTIVITIES**

The Board will provide advice to the National Toxicology Program (NTP, also referred to as "Program") Executive Committee and Program Director on matters of scientific program content, to evaluate the scientific merits of the intramural and collaborative programs of the NTP, and to provide external scientific advice on NTP activities.

**DESCRIPTION OF DUTIES**

The Board will advise the NTP Executive Committee and Program Director on matters of scientific program content, both present and future, as they relate to the Program.

The Board will conduct periodic review of the Program for the purpose of determining and advising on the scientific merit of these activities and the overall scientific quality of the Program.

**AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS**

The Board will advise, assist, consult with and make recommendations to the Director, NTP.

**SUPPORT**

Management and support services will be provided by the Office of the Associate Director, NTP.

**ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS**

The estimated annual cost for operating the Board, including compensation and travel expenses for members, but excluding staff support, is \$26,546. The estimated annual person-years of staff support required is 1.0, at an estimated annual cost of \$123,629.

**DESIGNATED FEDERAL OFFICER**

The Director, NTP, will assign a full-time or permanent part-time NTP employee as the Designated Federal Officer (DFO) of the Board. In the event that the DFO cannot fulfill the assigned duties of the Board, one or more full-time or permanent part-time NTP employees will be assigned these duties on a temporary basis.

The DFO will approve or call all of the Board's and subcommittees' meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH or the Director, NTP.

**ESTIMATED NUMBER AND FREQUENCY OF MEETINGS**

Meetings of the full Board will be held approximately once within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Board's functions, dates and places of meetings, and a summary of the Board's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

**DURATION**

Continuing.

**TERMINATION**

Unless renewed by appropriate action, the National Toxicology Program Board of Scientific Counselors will terminate two years from the date this charter is filed.

**MEMBERSHIP AND DESIGNATION**

The Board will consist of not more than 35 members appointed by the Secretary. Members will be selected from recognized authorities knowledgeable in fields such as toxicology, pharmacology, pathology, biochemistry, epidemiology, risk assessment, mutagenesis, carcinogenesis, immunotoxicology, reproductive/developmental toxicology or teratology, high throughput screening, bioinformatics and biostatistics. All non-Federal members serve as Special Government Employees.

Members will be invited to serve for overlapping four-year terms, except that any member appointed to fill a vacancy for an unexpired term will be appointed for the remainder of that term. A member may serve 180 days after the expiration of that member's term if a successor has not taken office.

The Chair of the Board will be selected by the Director, NTP from among the appointed members. A quorum for the conduct of business by the full Board will consist of a majority of currently appointed members.

### **SUBCOMMITTEES**

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Board's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. A quorum for a subcommittee will be three members. Ad hoc consultants do not count towards the quorum and may not vote. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

### **RECORDKEEPING**

Meetings of the Board and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Board and subcommittee records will be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

### **FILING DATE**

November 14, 2014

**APPROVED:**

[Redacted]

**NOV 13 2014**

Date